

# WESTGATE PRIMARY SCHOOL

## MINUTES OF THE FINANCE & PERSONNEL MEETING HELD ON TUESDAY 30<sup>TH</sup> SEPTEMBER 2014:

Present: Matthew Collins, Cathy Liddicott, Pippa McPherson, Daniel Hackney & Alison Finlay.

		Action required
1.	<b>Apologies:</b> Helen Carpenter	
2.	<b>Minutes &amp; Matters Arising from Last Meeting:</b> <ul style="list-style-type: none"> <li>None.</li> <li>Alison Finlay stated that she would stand down at the end of this academic year but would be happy to attend Finance &amp; Personnel meetings as an associate member in order to keep governors up to date with the budget.</li> </ul>	
3.	<b>Review of the Terms of Reference:</b> <ul style="list-style-type: none"> <li><b>Finance:</b> The wording 'Harnessing Technology' is to be removed under point 8.</li> <li>Governors are to check with the clerk as to what point 15 'Governors Competency Matrix' is.</li> <li><b>Personnel:</b> Governor questioned whether school publishes the annual equality information and was answered yes – via the headteacher's report.</li> <li>Point 16 –CRB wording needs to be replaced with DBS &amp; the clerk is also to be asked for the list 99 definition and whether school covers this.</li> </ul>	
4.	<b>Finance –</b>  <b>Budget Update</b> – review of income & expenditure. Governors perused a copy of monthly budget reports for month 5 for both SBS & Extended Schools. <ul style="list-style-type: none"> <li><b>Extended Schools:</b> Staffing costs have increased slightly due to the uptake in numbers at WOOSH &amp; this was agreed to be a good thing. As from 1<sup>st</sup> October new Reception children are also allowed to attend.</li> </ul> <ul style="list-style-type: none"> <li><b>School Budget Share:</b></li> <li>20 new laptops have been purchased.</li> <li>The Foundation Unit are in need of a new shed and quotes are being sought. It will require a concrete base before being erected.</li> <li>New classroom doors have been fitted in KS2 and are proving very effective re noise reduction.</li> <li>£4k has been spent on new library books.</li> <li>One governor asked if there were any major expenses due</li> </ul>	

	<p>&amp; was informed that only new blinds which had been ordered for KS1 rooms, to help block the light when using interactive whiteboards. It was hoped they might be fitted at half term.</p> <ul style="list-style-type: none"> <li>• Over £1000 has been raised from the sale of unwanted items in the cellars. Old documents were shredded &amp; removed by a professional company recommended by LCC</li> <li>• One governor asked if there had been a good take up re UFSM &amp; was advised yes &amp; that the funding had come through from LCC.</li> <li>• Governors discussed the various government grants that school had received in July including the pupil premium.</li> <li>• The Other Income figure was quite high &amp; this was due to the transfer of Robinwood funds from the school fund account.</li> <li>• It was asked why there were supply staffing costs appearing in month 5 &amp; this is because submitted claim sheets for July were not processed until August.</li> <li>• One governor asked if the rules regarding the spending of Devolved Capital &amp; clawback had changed &amp; were advised yes - clawback is now 15% &amp; LCC no longer need to be advised as to how DC is spent.</li> </ul>	
5.	<p><b>Policies:</b></p> <ul style="list-style-type: none"> <li>• <b>Statement of Internal Control:</b> This is to be ratified at the full governing body meeting next week.</li> <li>• <b>Check of the number of Safer Recruitment Governors:</b> School has 4 governors &amp; that is sufficient.</li> <li>• <b>Appraisal Policy &amp; Procedure for Schools (Teachers) &amp; Pay Policy:</b> As the headteacher wishes to circulate the above policies to staff – these policies will be looked at in detail at the November 2014 meeting.</li> </ul>	
6.	<p><b>Staffing Update:</b></p> <ul style="list-style-type: none"> <li>• Sarah Cook has accepted a new post as HLTA at Bardsey PS &amp; will leave Westgate on Thursday 23<sup>rd</sup> October. She will be a sad loss to the school but governors understand she wishes to further her career.</li> <li>• Heidi Ingle will have her temporary hours increased from 10 to 20 per week &amp; will move into Year 4 after half term. This will leave a contract of 10 hours TA to fill. Following advice from LCC, school has been able to advertise the role internally and is hopeful they will be able to recruit. Governors expressed how pleased they were that Heidi is to undertake the new role &amp; hours as it will also help with the continuation issues regarding SEN. The situation will continue until 31<sup>st</sup> August 2015.</li> <li>• Gill Mullens will be away from school for the second</li> </ul>	

	half term to have surgery & will be covered by Diane Cook who currently works in Y2 on Thursdays.	
7.	<b>Any Other Business:</b> <ul style="list-style-type: none"> <li>A communication has been received from Admissions department regarding the cost of £500 that schools are to be charged re the Appeals Body. Governors felt this was unfortunate but it had been presented as a fait accompli.</li> </ul>	
8.	<b>Date &amp; Time of Next Meeting:</b> Monday 24 <sup>th</sup> November at 6:15pm.	